

To: House Staff

I hope you are eager to start a new year and a new session of the General Assembly. The purpose of this e-mail is to cover a few standard operating procedures effective January 9^h until adjourning sine die. As always, if you have any questions please ask your direct supervisor or refer to the Employee Handbook. **House will convene at 9:30 AM Monday morning.**

Staff Business Hours:

Standard business hours for House staff are 8:00 AM to 5:00 PM. This will be in effect until adjourning sine die or unless otherwise directed. As always, early arrival and late departure is common. In the event you are running late or there is an emergency, be sure to contact your direct supervisor or the Speaker's office. Annual Leave will not be granted except under extraordinary circumstances.

Staff Attire:

Men should wear coat and ties and women should wear professional business attire on days when the House convenes and for all official meetings. Business casual (no tie) is appropriate on days the House does not convene. This does not include blue jeans.

Staff Floor Privileges:

Access to the House floor is permitted only to staff that have been authorized by House Rules or expressly by the Speaker. Authorized staff will be given the appropriate name badges which will serve notice to Doorkeepers. Authorized staff should only be on the floor when necessary for business purposes. Legislative Aides and Interns who are not employees of the House do not have floor privileges. Temporary access may be requested through the Speaker's office. Visitor badges are available for brief visits by special guest but will not be granted for extended or frequent visits to the floor. However, these will be extremely limited.

Health Reminders:

Staff experiencing the symptoms linked with COVID or the flu are prohibited from being at the Capitol. Someone who experiences these symptoms is not allowed to report to work; anyone experiencing these symptoms while at the workplace is required to immediately leave the workplace. Because at home testing can take a few days to present a positive test, one's symptoms should be an indicator. All are encouraged to test when symptomatic.

Updates/Advisories:

Frequently monitor your e-mail accounts and the House website for information on schedule changes and any announcements that may affect House operations, particularly winter weather situations which can always change rapidly.